

Business Services Online Tutorial

How to use Submit a Wage File

You must prepare your data file prior to using this feature of Business Services Online (BSO). Please refer to the BSO Handbook for Tax Year 2002 for additional information on preparing the Magnetic Media and Electronic Filing (MMREF) formatted data files.

Step 1: Select 'Login' link from the Business Services Online Welcome Page.

www.ssa.gov/bsowelcome.htm

Step 2: The Business Services Online Home Page will display. Select the 'Submit an electronic file containing annual wage data' link.



Step 3: Select the type of file that you are submitting from the File Type drop down list. The File Type options are New Submission, Resubmission, and Test.

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Social Security Online

Business Services Online

Social Security's Business Services Online (BSO)

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File Details (Page 1 of 2)

Please select the type of file you wish to submit.

File Type:

(Resubmissions Only) **TLCN / WFID:**

(Resubmissions Only) **Receipt Year:**

File Type Instructions:

Choose New Submission to submit a new wage report. New submissions are being accepted for Tax Year 2002 and prior tax years only.

Choose Resubmission if you received a resubmission notice from the Social Security Administration and are resubmitting your data now. Refer to the notice for the Wage File Identifier (WFID) or Tape Library Control Number (TLCN) and receipt year. The receipt year is the year that the Social Security Administration began processing your original submission. For Online Wage Reporting Service submissions, this is always the year that you uploaded the file. For other electronic and magnetic media, it could be either the year you submitted the file or the following year. (NOTE: Resubmission notices mailed for tax years prior to 1999 do not show the receipt year. Please consult your records for this information.)

Choose Test to verify your transmission capability by submitting a small test file. Any file can be used as a test file, as long as it is not an executable (.exe) file. Test files are deleted upon receipt. Note: Test files are for transmission testing only, not for verifying your file format. To obtain software for verifying your file format, select BSO Information Links from the navigation bar, then select Software to download AccuWage (for checking the format of W-2 submissions) and AccuW2C (for checking the format of Form W-2C submissions).

Is this a reconciliation file?

Choose Yes only if the Social Security Administration notified you of a discrepancy between Internal Revenue Service and Social Security Administration earnings information and you are submitting this file to reconcile the difference.

☐ Yes

☒ No

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Step 4: (For Resubmission File Types only) Enter the appropriate TLCN or WFID and Receipt Year.

Step 5: Answer the question ‘Is this a reconciliation file?’ by selecting ‘Yes’ or ‘No’.

Step 6: Select ‘Continue’ to advance to the next page.

Step 7: Select the ‘Browse’ button to identify the file you wish to submit. Then, select the ‘Submit File Now’ button.

Submit Files (Page 2 of 2)

IMPORTANT: To reduce transmission time, we recommend that you compress your file using PKZip or WINZip. **Do not compress multiple files together.**

Use the **‘Browse’** button to select the file you wish to submit, then click on the **‘Submit File Now’** button to transmit the file.

File to Submit:

Submit Time:

Have a question? Call [1-800-772-6270](tel:1-800-772-6270) to speak with Employer Customer Service personnel

Step 8: Select ‘Submit File Now’.

Submit Time is a counter that displays the upload processing time. To reduce the time to upload a file, you can compress the file using WinZip or any other software that creates a ZIP file.